



# UNIVERSITY OF ALLAHABAD

(A Central University)

## Proposal Form for Purchase

Date:- \_\_\_\_\_

### (A) Details of the Indenter:

Name of Indenter: \_\_\_\_\_

Contact no.: \_\_\_\_\_ Email id:- \_\_\_\_\_

Department/Centre/etc. of the Indenter (Delivery location): \_\_\_\_\_

### (B) Details of Required Items:

(All the columns are required to be filled)

S. N.	Complete Description of Item* (Use separate sheet if required)	Stock Held As on Date (if applicable)	Quantity Required	Approx. per Unit Price (Rs)	Approx. Total Estimated Price (Rs)
<b>Total Price (approx.) Including GST</b>					

(\* Required specifications & Price of items may be checked on [www.gem.gov.in](http://www.gem.gov.in))

Purpose & Justification of purchase: .....  
.....  
.....

**HoD/Principal/Director/Coordinator**  
Sig with Seal of the Department

**Sign of Indenter**  
Designation.....

### (C) Budget Details:

S. N.	Dept/Centre/Project	Budget Head	Amount Sanctioned	Amount Available as on date in the Budget Head

Certified that fund allocation exists for the above amount.

**Finance Officer**  
Sig. with seal

**(D) Purchase Officer**

**Vice Chancellor**